

CCL.308  
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**Kansas Department of Health and Environment**  
Bureau of Child Care and Health Facilities  
1000 SW Jackson, Suite 200  
Topeka, KS 66612-1274  
(785) 296-1270 Fax (785) 296-0803



### PROGRAM DIRECTOR'S ANNUAL REPORT

**Complete all information requested and return to the Kansas Department of Health and Environment within the next 30 days along with the annual renewal application. PLEASE PRINT CLEARLY WITH BLACK INK OR TYPE.**

\_\_\_\_\_  
License Number

\_\_\_\_\_  
County

\_\_\_\_\_  
Official Name of the facility as stated on the license

Physical Address of the Facility:

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip Code

**Program Director Information:**

\_\_\_\_\_  
First and Last Name of the On-Site Program Director

Qualified as a Program Director for a total license capacity of : \_\_\_\_\_

Total license capacity of the facility: \_\_\_\_\_

The **Program Director MUST obtain five (5) clock hours of in-service training** per renewal year away from the facility. Book reports and videos not part of a group discussion are not accepted. Documentation must be on file and will be checked by a local child care facility surveyor.

**All individuals counted in the child/staff ratio must obtain ten (10) clock hours of in-service training** per renewal year. Book reports and videos not part of a group discussion are not accepted. Documentation must be on file and will be checked by a local child care facility surveyor.

**By KDHE definition, in-service means job-related training.** For example, an infant/toddler teacher must receive training in areas that relate to teaching and working with infants and toddlers and their families. To assist you in determining appropriate job-related training, refer to the *Core Competencies for Early Care and Education Professionals in Kansas and Missouri*. Copies of this document are available through the Kansas Association of Child Care Resource and Referral Agencies at 1-877-678-2548.

In-service training that has been KDHE approved for clock hours, early childhood continuing education units or early childhood education academic credits is available in most communities on an on-going basis. Please contact your local child care facility surveyor or the local child care resource and referral agency for information about training opportunities in your area.

The **Program Director and all Teaching staff must meet minimum qualifications** as stated in the Kansas Regulations for Licensing Preschool and Child Care Centers [K.A.R. 28-4-429, K.A.R. 28-4-435(d), K.A.R. 28-4-440(l), K.A.R. 28-4-441(b)]. Documentation of education and experience must be on file for each person.

All individuals caring for children are to have **documentation on file of First Aid Training [K.A.R. 28-4-128(f)] and Observing Symptoms of Illness, Neglect, and Child Abuse [K.A.R. 28-4-430(c)(3)]**. Documentation of training is to be on file at the facility the first day the individual begins working with children.

The child care facility surveyor or KDHE is to be **notified of any change in the position of program director or any change in program which affects licensure** as required by K.A.R. 28-4-422(b). Please send written notification.

**I understand that the facility is to be in compliance with all applicable child care licensing laws and regulations at all times, including staff qualifications, in-service training, and staff/child ratios.**

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date (MM/DD/YYYY)